



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE**

**THURSDAY, OCTOBER 17, 2024
11:00 AM**

Individuals Requiring Special Accommodations Should Notify the City's ADA Coordinator at (719) 553-2295 by Noon on the Day Preceding the Meeting.

Agenda

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

1. Special meeting of October 9, 2024.

Commission Action: Motion to dispense with the reading and approve the minutes of the special meeting dated Wednesday, October 9, 2024 as distributed.

CONSENT AGENDA

The following items are considered routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

Commission Action: Approve/disapprove all items on the Consent Agenda.

1. Receive and file the following status reports on current recruitments:

- a **Accountant I (Vacancy: Employee Promotion).** The open recruitment began on October 6, 2024 and ends on October 27, 2024. We received 20 applications and 6 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 12, 2024.
- b **Accounting Technician II (Vacancy: Employee Retirement).** The closed recruitment began on August 7, 2024 and ended on August 21, 2024. We received 0 applications. The open recruitment began on August 25, 2024 and ended on September 15, 2024. We received 36 applications and 14 were approved for the exam. The exam was administered on October 1, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- c **Accounting Technician IV (Vacancy: Employee Separation).** The closed

recruitment began on October 10, 2024 and ends on October 24, 2024. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for November 5, 2024.

- d **Airport Operations/Maintenance Worker** (*Vacancy: Employee Resignation*). The open recruitment began on August 22, 2024 and ended on September 12, 2024. We received 52 applications and 15 were approved for the exam. The exam was administered on September 25, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- e **Associate Engineer I** (*Vacancy: Employee Separation*). The closed recruitment began on August 22, 2024 and ended on September 5, 2024. We received 0 applications. The open recruitment began on September 8, 2024 and ended on September 29, 2024. We received 21 applications and 10 were approved for the exam. The exam is scheduled for October 22, 2024.
- f **Auto Mechanic** (*Vacancy: 2 vacancies*). The open recruitment began on August 29, 2024 and ended on September 19, 2024. We received 14 applications and 2 were approved for the exam. The T&E exam was administered on September 25, 2024. The eligible list will be presented to the Commission for certification during this meeting. Because there are only 2 eligible candidates on the list and 2 vacancies, another recruitment has been started. The updated open recruitment began on October 6, 2024 and ends on October 27, 2024. We received 1 application and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 12, 2024.
- g **CIRV Project Manager** (*Vacancy: New Grant-Funded FTE*). The open recruitment began on October 3, 2024 and ends on October 24, 2024. We received 7 applications and 0 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 5, 2024.
- h **Civil Engineer / Wastewater** (*Vacancy: Employee Separation*). The open recruitment began on October 3, 2024 and ends on October 24, 2024. We received 2 applications and 1 was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 5, 2024.
- i **Construction Inspector** (*Vacancy: Employee Transfer*). The open recruitment began on August 18, 2024 and ended on September 8, 2024. We received 25 applications and 14 were approved for the exam. The exam was administered on September 25, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- j **Court Technician** (*Vacancy: Multiple*). The open recruitment began on September 19, 2024 and ended on October 10, 2024. We received 115 applications and 49 were approved for the exam. The exam is scheduled for October 22, 2024.
- k **Fire Engineer** (*Vacancy: Contractual Agreement*). The closed recruitment began on August 11, 2024 and ended on August 25, 2024. We received 11 applications and all were approved for the exam. The exam was administered on September 10, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- l **Media Systems Administrator** (*Vacancy: Employee Promotion*). The closed recruitment began on October 10, 2024 and ends on October 24, 2024. We received 1 application and it was approved for the exam, as of the date this agenda was prepared. The exam is scheduled for November 5, 2024.
- m **Parks Area Crew Leader** (*Vacancy: Employee Promotion*). The closed recruitment began on September 8, 2024 and ended on September 22, 2024. We received 6

applications and all were approved for the exam. The exam was administered on October 8, 2024. The Rule 23 appeal period ends on October 23, 2024.

- n **Plumber (Vacancy: Employee Separation).** The open recruitment began on September 19, 2024 and ended on October 10, 2024. We received 4 applications and 1 was approved for the exam. The T&E exam was administered on October 15, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- o **Police Patrol Officer - Academy Students (Vacancy: Current and Anticipated).** The open recruitment began on August 4, 2024 and ended on September 18, 2024. We received 8 applications and all were approved for the exam. The Commission certified 7 names during the last meeting. The updated open recruitment began on September 22, 2024 and ended on October 13, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- p **Police Patrol Officer - Entry (Vacancy: Current and Anticipated).** The open recruitment began on August 4, 2024 and ended on September 18, 2024. We received 98 applications and 66 were approved for the exam. The exam was administered on October 1, 2024. The eligible list will be presented to the Commission for certification during this meeting. The updated open recruitment began on September 22, 2024 and ended on October 13, 2024. We received 71 applications and 36 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 29, 2024.
- q **Police Patrol Officer - POST (Vacancy: Current and Anticipated).** The open recruitment began on August 4, 2024 and ended on September 18, 2024. We received 6 applications and all were approved for the exam. The Commission certified 6 names during the last meeting. The updated recruitment began on September 22, 2024 and ended on October 13, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- r **Streets Maintenance Supervisor (Vacancy: Employee Retirement).** The open recruitment began on October 10, 2024; however, the job posting was deactivated due to errors in the job description. The recruitment will be reposted at a later date.
- s **Sweeper Operator (Vacancy: Employee Retirement).** The closed recruitment began on August 18, 2024 and ended on September 1, 2024. We received 7 applications and 4 were approved for the exam. The exam was administered on September 17, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- t **Tax Auditor I (Vacancy: Employee Promotion).** The open recruitment began on September 5, 2024 and ended on September 29, 2024. We received 10 applications and 4 were approved for the exam. The T&E exam was administered on October 4, 2024. The eligible list will be presented to the Commission for certification during this meeting.
- u **Tax Compliance Technician (Vacancy: Employee Separation).** The open recruitment began on September 26, 2024 and ends on October 17, 2024. We received 26 applications and 12 were approved for the exam, as of the date this agenda was prepared. The exam is scheduled for October 29, 2024.
- v **Wastewater Utility Worker (Vacancy: Employee Retirement).** The open recruitment began on September 5, 2024 and ended on September 29, 2024. We received 40 applications and 24 were approved for the exam. The exam was administered on October 15, 2024. The eligible list will be presented to the Commission for certification during this meeting.

2. Appeal decision letters.
 - a **Abatement Worker.** Ratify the Commission letter to Mark Lucero regarding approval of their appeal to the removal of their name from the Abatement Worker eligible list.
 - b **Construction Inspector.** Ratify the Commission letter to Derick Crist regarding approval of their appeal to the rejection of their application to the Construction Inspector examination.
 - c **Office Assistant.** Ratify the Commission letter to Rachael Valdivieza regarding approval of their appeal to the removal of their name from the Office Assistant eligible list.
 - d **Police Patrol Officer.** Ratify the Commission letter to Brandon Adams regarding approval of their appeal to the rejection of their application to the Police Patrol Officer examination.
 - e **Police Patrol Officer.** Ratify the Commission letters to Gabriel Pacheco, Erik Powell and Josef Stewart, regarding rejection of their appeals to the removal of their names from the Police Patrol Officer eligible list.
3. Removals from the eligible list.
 - a **Accountant I.** Ratify the Commission letter to John Sutton regarding the removal of their name from the Accountant I eligible list.
 - b **Accounting Technician IV.** Ratify the Commission letters to Ashley Brekken, Grace McNeil, Aida Rife regarding the removal of their names from the Accounting Technician IV eligible list.
 - c **Emergency Services Dispatcher.** Ratify the Commission letters to Ashley Casaus, Ambyr Evans, Mikiel Ghelieh, Bretton Hillery, Arron Lopez, Ciarra Lopez, Charissa Lucero, Ashley Martin, Jennifer Martinez, Cecil Orosco, Xochilt Salcido, Mariah Smith, Maria Turner, Mavrick Waring, and Elizabeth Wiley, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 - d **PC/Network Technician.** Ratify the Commission letter to Alex Nguyen, regarding the removal of their name from the PC/Network Technician eligible list.
 - e **Police Patrol Officer.** Ratify the Commission letters to Brittany Cessna-Kile, Caleb Cook, Trevor Lopez-McKinnon, Gage Parks, Francisco Quiroz, Joshua Reed, Theodore Roop, Ethan Severson, Josef Stewart, and Emmanuel Valenzuela regarding the removal of their names from the Police Patrol Officer eligible list.
 - f **Tax Auditor II.** Ratify the Commission letter to Isaac Ruybal regarding the removal of their name from the Tax Auditor II eligible list.
4. Ratify the Commission's decision to conduct a Training and Experience exam for Auto Mechanic, Plumber and Tax Auditor I.
5. Ratify the Commission's letter to IAFF Local #3 regarding the intended exam date for Emergency Medical Officer.

REGULAR AGENDA

1. Review the appeal submitted by Brodie Blok, relating to the content of their Fire Engineer exam.

Commission Action: Sustain, reject, or set for formal hearing

2. Review the appeal submitted by Brian Garcia, relating to the content of their Fire Engineer exam.
Commission Action: Sustain, reject, or set for formal hearing
3. Review the appeal submitted by Toby Lockett, relating to the content of the Fire Engineer exam.
Commission Action: Sustain, reject, or set for formal hearing
4. Review the appeal submitted by Luke Perse, relating to the content of the Fire Engineer exam.
Commission Action: Sustain, reject, or set for formal hearing
5. Review the appeal submitted by Emmanuel Valenzuela, relating to the removal of their name from the Police Patrol Officer eligible list.
Commission Action: Sustain, reject, or set for formal hearing
6. Submission of the eligible list for Accounting Technician II.
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician II.
7. Submission of the eligible list for Airport Operations/Maintenance Worker.
Commission Action: Approve and certify the eligible list for the class title of Airport Operations/Maintenance Worker.
8. Submission of the eligible list for Auto Mechanic.
Commission Action: Approve and certify the eligible list for the class title of Auto Mechanic.
9. Submission of the eligible list for Construction Inspector.
Commission Action: Approve and certify the eligible list for the class title of Construction Inspector.
10. Submission of the eligible list for Fire Engineer.
Commission Action: Approve and certify the eligible list for the class title of Fire Engineer.
11. Submission of the eligible list for Plumber.
Commission Action: Approve and certify the eligible list for the class title of Plumber.
12. Submission of the eligible list for Police Patrol Officer (Academy Students).
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer (Academy Students).
13. Submission of the eligible list for Police Patrol Officer (Entry Level).
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer (Entry Level).
14. Submission of the eligible list for Police Patrol Officer (POST Certified).
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer (POST Certified).

15. Submission of the eligible list for Sweeper Operator.

Commission Action: Approve and certify the eligible list for the class title of Sweeper Operator.

16. Submission of the eligible list for Tax Auditor I.

Commission Action: Approve and certify the eligible list for the class title of Tax Auditor I.

17. Submission of the eligible list for Wastewater Utility Worker.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker.

ADMINISTRATIVE ITEMS

1. Set the date for the next Civil Service Commission Meeting.

ADJOURN